**Out-of-School Time Enrichment Coach Technical Assistance**

**Request for Proposals (RFP)**

**FY2018: July 1, 2017 – June 30, 2018**

**Directions**: Please submit proposals as Word files to Michelle Rich at [mrich@sppg.com](mailto:mrich@sppg.com) no later than the end of the day February 15, 2017. Proposals should be submitted by site. Proposals will be reviewed and approved by SPPG and United Way of Central Iowa. Decisions will be reported to all applicants by March 31, 2017 at the end of the work day. If requests are for technical assistance for multiple sites, a separate proposal must be made for each site. Proposals should be no longer than five (5) pages per site. Font should be no smaller than 10 type.

The following sections are required.

1. *Is application for summer and/or school year technical assistance?*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Year |  | Summer |  | Both |  |

1. *Program and Site Information*

Please provide only the information needed based on whether you are applying for school year and/or summer technical assistance.

|  |  |  |
| --- | --- | --- |
| Program Name |  | |
|  | School Year | Summer |
| Site location |  |  |
| Number of youth served by program |  |  |
| Number of youth served by site |  |  |
| Number of site staff |  |  |
| Number of site classrooms or groups (n/a if not divided in this way) |  |  |
| Hours site is open (include both before and after school, if applicable) |  |  |
| Days site is open |  |  |
| Grade levels served |  |  |
| Proposal contact name |  |  |
| Contact title |  |  |
| Contact email |  |  |
| Contact phone |  |  |

1. *Goals – Evidence of Need – Evaluation*

For each goal, please identify the youth and/or site needs that justify working towards the goal and the data to be used to measure progress. Goals and data should align with the initiative evaluation rubric. Please identify three goals total. Again, goals can focus on one service area or up to three different service areas. Template provided below.

|  |  |  |
| --- | --- | --- |
| **Goal** | **Evidence of Need** | **Measure(s) of Success** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

1. *Plans for Sustainability of Improvement*

Please provide plan for sustaining the improvements to be made with the technical assistance of an enrichment coach.

1. *Program Commitment*

Please include statements of commitment and signatures of program and site leadership and frontline staff (include statements of frontline staff most likely to work with the coach).